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# CITY OF KENMORE, WA TREE REMOVAL CHECKLIST

18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

<b>Staff use Area</b>	<b>Permit Number:</b> _____	
	<b>Project Number:</b> _____	
	<b>Related Permit(s):</b> _____	
	_____	
	_____	
Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Reviewer Initials _____		Date Stamp _____
<b>This checklist is for activity <u>NOT</u> related to development</b>		
<b>1</b>	Property Address: _____ _____ _____ Property size: _____ Square Feet    Circle one:    Single-family    Multi-family    Commercial Are there any known sensitive areas on the site or in proximity to the site, such as steep slopes, streams or wetlands, Bald Eagle or Heron habitat zones? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Property Owner: _____ Phone: _____ Address: _____ City, ST, Zip: _____ e-mail address: _____ I certify that the subject trees are located on my private property: _____ (owner initials)	
<b>2</b>	Contractor: _____ Phone: _____ Address: _____ City, ST, Zip: _____ e-mail address: _____ Fax: _____ Contractor's Lic#: _____ Exp. Date: _____ State UBI#: _____	
<b>3</b>	Number of <b>Evergreen Trees</b> with a minimum diameter of eight (8) inches measured at 4.5 feet above grade to be removed: _____ Number of <b>Deciduous Trees</b> with a minimum diameter of twelve (12) inches measured at 4.5 feet above the ground to be removed: _____ _____ <div style="text-align: right;">Total: _____</div>	
<b>4</b>	A permit is required to remove a tree located in the following areas: (check all that apply) <input type="checkbox"/> Critical Areas (streams, wetlands, landslide hazard and related buffers); <input type="checkbox"/> Native Growth Protection Areas (designated tracts); <input type="checkbox"/> Wildlife Protection Zones (Bald Eagle or Heron habitat zones); <input type="checkbox"/> on a tract or area designated for protection; <input type="checkbox"/> on vacant land; <input type="checkbox"/> on commercial property.  In addition Single-family Residential properties: <input type="checkbox"/> with lots smaller than 10,000 square feet and removing more than two (2) trees per year; <input type="checkbox"/> with lots between 10,000 – 20,000 square feet and removing more than four (4) trees per year; <input type="checkbox"/> with lots between 20,000 – 30,000 square feet and removing more than six (6) trees per year; <input type="checkbox"/> with lots larger than 30,000 square feet and removing more than eight (8) trees per year.	

<b>5</b>	<b>Submittal Requirements:</b> Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal.		
	Appl. <input type="checkbox"/>	Staff <input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div> <b>Site Plan</b> showing the locations of:           </div> <div style="text-align: right;"># of Copies <b>2</b></div> </div> <ul style="list-style-type: none"> <li>▪ Property lines;</li> <li>▪ Name of property owner and address of property;</li> <li>▪ Area in square feet or acres of the total property;</li> <li>▪ All adjacent streets;</li> <li>▪ Location, dimension, and use of easements;</li> <li>▪ Location(s) of structures, retaining walls, septic tanks, drainfields and wells;</li> <li>▪ Boundaries of critical areas (streams, wetlands, flood hazard areas, shorelines, landslide hazard, erosion hazard, seismic hazard) and boundaries of required buffers and building setbacks;</li> <li>▪ All tree(s), including size and species;</li> <li>▪ Specifically identify the tree(s) requesting removal;</li> <li>▪ Location of replacement tree(s) including install size and species</li> </ul>
<b>6</b>	<b>NOTES:</b> <ul style="list-style-type: none"> <li>▪ When a permit is required a fee is due at application intake. Fees are based on the fee resolution in effect at the time of application. Contact Development Services at 425-398-8900 or permittech@kenmorewa.gov for additional fee information.</li> <li>▪ Streams, wetlands, landslide hazard, bald eagle and heron zones;               <ul style="list-style-type: none"> <li>➢ Hazard trees may be removed if deemed hazardous by an ISA Certified or equivalent arborist.</li> <li>➢ A hazard tree report must be submitted for each tree.</li> <li>➢ Removal in Bald Eagle and Heron habitat zones must be approved by the State of Washington Department of Fish and Wildlife. Contact Chris Anderson at 16018 Mill Creek Blvd, Mill Creek Washington, 98012 or 425-775-1311 ext. 111.</li> </ul> </li> <li>▪ Trees designated for protection as part of a development;               <ul style="list-style-type: none"> <li>➢ Requests for tree removal must support minimum tree densities required on the development when created.</li> <li>➢ Trees as part of a designated NGPA/tree/sensitive area plat are subject to the same condition of the sensitive area regulations when the plat was created.</li> </ul> </li> <li>▪ Commercial Properties, Condominiums, and Apartments               <ul style="list-style-type: none"> <li>➢ A permit is required for removal of significant, street, or landscape trees designated as part of the approved site plan.</li> </ul> </li> <li>▪ Any tree that is an imminent hazard to life and/or property (fixed target) may be removed immediately without first seeking approval. For trees that would have required a permit, a post-mortem report must be submitted to the City defining the hazard with supporting documentation, such as an ISA tree hazard report and photographs within seven business days.</li> </ul>		
<div style="display: flex; justify-content: space-between;"> <div> <b>OWNER/APPLICANT:</b> _____  <div style="text-align: center; font-size: small;">signature</div> </div> <div> <b>Date:</b> _____         </div> </div> <p>I hereby authorize the City representatives to inspect my property Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. during this permit application process for verifying site conditions.</p>			